



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

|  |  |                                       |   |
|--|--|---------------------------------------|---|
| 1. Application Date<br>5/7/73  | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE   |   |
| 2. Agency Application No.  |  | Date Received<br>JUN 5 1973           | Application No.<br>13-387<br>Date Completed<br>JUN 7 1973 |
| 3. AGENCY, Division, Subdivision & Administering Office Address<br>Department of Transportation<br>Division of Administration - Office of General Accounting<br>No. 2 Capitol Square<br>Atlanta, Georgia |  | 4. Person to Contact<br>Arthur Vaughn | 5. Working Title<br>Accountant IV                         |
|  |  | 6. Tel. No.<br>656-5230               |   |

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1970 - To Date
9. Exact Series Title  
Oversize/Overweight Vehicles - Report of Fines  
and/or Forfeitures File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to monies remitted to the State by the counties for fines collected for the violation of oversize/overweight vehicles regulations.

Included is Report of Fines and/or Forfeitures.

File is arranged chronologically.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED   | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION        | No. of Drawers Cu. Ft. of Records |             |                  |                  |
|--------------------------|----------------|--------------------|------------------------------------|-----------------------------------|-------------|------------------|------------------|
| Letter-size File Drawers |                |                    |                                    |                                   | 2           | 4                |                  |
| Legal-size File Drawers  | 2              | 4                  | Floor Space Occupied (Square Feet) | In Office(s) In Storage Area(s)   |             |                  |                  |
|                          |                |                    |                                    | 7                                 |             |                  |                  |
|                          |                |                    | AVERAGE DAILY REFERENCES           | This Year's                       | Last Year's | Preceding Year's | All Prior Year's |
|                          |                |                    |                                    | 2                                 |             |                  |                  |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ [ ]  
**Copies of the report are maintained by the County Courts.**
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept See FOOTNOTE years:

- a. ☐ [ ] STATE LAW b. ☒ [X] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☐ [ ] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

**Georgia Code Annotated Section 3-706-the State must file suit against the counties for the collection of fines within 4 years after the citations are issued.**

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [ ] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [ ] Other

then:

- ☐ [ ] Hold in the current files area month(s)/ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

**Hold in current files area 1 year or until State audit is completed, whichever is latter; transfer to Record Center; hold 3 years; then destroy.**

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

W. Bradford Date 5/7/73

| 26. Recommendations     |           | <input type="checkbox"/> [ ] Approved            | <input type="checkbox"/> [ ] Disapproved | Head of Agency/Designee | Date          |
|-------------------------|-----------|--|--|-------------------------|---------------|
| in Paragraph<br>25 are: | State     | <input checked="" type="checkbox"/> [X] Approved | <input type="checkbox"/> [ ] Disapproved | <u>William M. Dyer</u>  | <u>5/7/73</u> |
|                         | Records   | <input checked="" type="checkbox"/> [X] Approved | <input type="checkbox"/> [ ] Disapproved | <u>Carroll Hart</u>     | <u>6-6-73</u> |
|                         | Committee | <input checked="" type="checkbox"/> [X] Approved | <input type="checkbox"/> [ ] Disapproved | <u>Robert H. Shell</u>  | <u>6-6-73</u> |